



OFF-CAMPUS STUDY & EXCHANGES

How to Obtain a U.S. Passport

All students studying abroad must have a passport in order to travel to their overseas destination. In addition, those of you who need visas will need a passport before you can apply for a visa. **If you do not have a passport, apply for one immediately.** If your current passport **expires within 6 months** from the end of your program, you must **renew your passport now.**

FIRST-TIME APPLICANTS

Passport applications are available at most U.S. Post Offices, although the applications are processed through the U.S. Department of State (DOS). Please contact your local Post Office to see if it is a passport agent. Instructions for first-time applicants are available on the DOS Web site at <http://travel.state.gov/content/passports/english/passports/new.html>.

To apply for your first U.S. passport, you will need the following items. Be sure to view the **full list** of required applications materials at <http://travel.state.gov/content/passports/english/passports/new.html>.

- Passport application (Skidmore students can go to the Washington Street Post Office or download an application at <http://travel.state.gov/content/passports/english/passports.html>.)
- Submit Evidence of U.S. Citizenship (certified birth certificate or certificate of naturalization or citizenship)
- Present Identification (government-issued ID, i.e. driver's license, previously issued passport)
- Submit a Photocopy of the Identification Document(s)
- One (1) Passport Photo (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Pay the Applicable Fee (confirm fees and payment options online at <http://travel.state.gov/content/passports/english/passports/information/costs.html>.)

U.S. PASSPORT RENEWAL

Passports can be renewed by mail for some individuals, while other must renew in person. Instructions for renewing a U.S. passport are available online at <http://travel.state.gov/content/passports/english/passports/renew.html>. Applications are available at most U.S. Post Offices or you can find a link to an application online at <http://travel.state.gov/content/passports/english/passports.html>.

To renew for U.S. passport by mail, you will need the following items. If you must renew your passport in person, you should follow the instructions for a first-time applicant. Be sure to view the **full list** of required applications materials at <http://travel.state.gov/content/passports/english/passports/renew.html>.

- Passport renewal application (Skidmore students can go to the Washington Street Post Office or download an application at <http://travel.state.gov/content/passports/english/passports.html>.)
- Your most recent passport (it will be returned to you along with the new passport).
- One (1) Passport Photo (must be official passport photos – no hats or headgear – exactly 2 x 2 inches.)
- Pay the Applicable Fee (confirm fees and payment options online at <http://travel.state.gov/content/passports/english/passports/information/costs.html>.)

NOTE: The processing time for U.S. passports is approximately 4-6 weeks for standard processing. It is a good practice to confirm estimated processing times for new or renewal applications before you apply. Confirm processing times online at <http://travel.state.gov/content/passports/english/passports/information/processing-times.html>. It is also important that you apply right away, especially if you will need to apply for a visa for the country to which you wish to study abroad. If you need a passport in less time than the standard processing delay, you can pay an extra fee to expedite the process. Please confirm exact fees online.